

# ANDOVER U3A (CHARITY NUMBER: 1072274) COMMITTEE MEETING MINUTES

18th June 2019 - 15:15 pm

Held at: Weyhill Fair Village Hall

1. **Present:** Peter Villalard, David Gollings, Jean McLeod, Caroline Mills, Eleanor Wright, David Rae, Gary Adams, Chris Ward, Jan Ward and Richard Selley. The Chair welcomed the new members of the committee and confirmed that Eleanor Wright was now also an elected member.

2. **Apologies:** Nil

3. **Minutes of Previous Meetings:** The Minutes of the meeting held on 1st April 2019 were agreed and signed by the Chair. **Action:** To be put on the web-site.

#### 4. Matter arising:

- a. The Group Leader's Guidance Policy has been updated to reflect the revised financial policy dated 21-Mar-2019.
- b. The AGM held on 21<sup>st</sup> May 2019 had gone well. The necessary number of attendees was more than sufficient to achieve the necessary quorum.
- c. Group Leaders to confirm with the Webmaster that their web content was correct. A percentage had confirmed that they were content. It was agreed that silence indicated tacit agreement.
- d. Webmaster to register our interest with TAT and request updates. This related to BEACON 2. It was agreed that we would not pursue BEACON 1, but would wait to see if BEACON 2 offered us any positive advantages, particularly as there was an annual charge of £1 per member. There may also be data protection issues.

#### 5. Treasurer's Report:

- a. The current account had been successfully run down and was now at a realistic and healthy level. As a charity and being in receipt of Gift Aid, we should not be operating with a large reserve.
- b. Although we use BACS. We do not currently operate Dual Authorisation. This is where one person creates a payment request (the originator) and the other authorises the payment (the authoriser). This will be kept under review.
- c. The required number of magazines needed to be reviewed. A number of members had withdrawn their consent and there was only a requirement for one issue per household. **Action:** Treasurer / Membership Secretary
- d. The return to the Charity Commission needs to be completed. It was agreed that the Secretary would establish what information was required and then complete the return in conjunction with the Treasurer. **Action:** Secretary / Treasurer.
- e. The Treasurer authorised the membership secretary to make a purchase of lanyards and other necessary stationery items. **Action:** Membership Secretary
- f. In accordance with our Financial Policy, all hall hire, even of an ad hoc nature, should be authorised by the committee.

#### 6. Secretary's Report:

- a. TAT had been sent details of our new committee members, together with notification of our revised constitution, highlighting the changes. To date there had not been acknowledgement of receipt.
- b. The return to the Charity Commission was still outstanding (see above).

#### **7. Membership Secretary's Report:**

- a. Membership as at 18 June 2019 was 533 of which 376 have re-joined + 35 new members since January (totalling 411 paid up - 77%). Of those who have joined or re-joined, 18% have elected NOT to receive TAT publications
- b. This leaves 120 not re-joined (96 addresses - 24 couples and 72 singles). Reminder letters would be sent to these members with subscriptions outstanding.  
**Action:** Secretary
- c. The official cut-off date for renewals is 30<sup>th</sup> June and between then and 16<sup>th</sup> July; all those not renewing will have been deleted. The 2018-19 hard copy membership file will also be destroyed and copies of the database prior to 31/12/18 will be deleted, in line with GDPR requirements.
- d. The next membership audit would be carried out, following the next Group Leaders Meeting in July 2019. **Action:** Secretary

#### **8. Website Report:**

- a. Website usage continues to increase. The parts of the website visited most frequently were: Home, News, Grapevine and Monthly Meetings.
- b. The data flow diagram was being revised and would be issued in due course.  
**Action:** Webmaster.
- c. It was agreed that the Chair would continue to be the Andover U3A web site domain holder.
- d. It was agreed that we would wait until Beacon 2 was a proven success before we considered its usage. (See above)

#### **9. Newsletter Report:**

- a. Preparation of the next edition of the Newsletter would start in August 2019.
- b. It had been agreed at the last meeting that the Editor and Membership Secretary would meet to discuss the Autumn Newsletter and distribution system. The Editor would examine the feasibility of distributing the Newsletter by e-mail, to what could be a very long address list. Clearly there will still be a requirement to continue to send some out by post

#### **10. Groups Coordinator's Report:**

- a. The Groups Coordinator would conduct an audit to check that all our groups were still extant and to confirm who was the group leader. **Action:** Group Coordinator.
- b. It was agreed that the Group Coordinator should also contact the leader of the Theatre Group to establish when theatre visits would be resumed. **Action:** Group Coordinator.

#### **11. Any Other Business:**

- a. It was agreed that this years Christmas function would be a more scaled down and informal event. It would be held on 10<sup>th</sup> December 2019 and would essentially be a light buffet (sausage rolls and mince pies; tea and coffee). The Vice Chair, in consultation with Caroline Mills and Eleanor Wright, agreed to look at booking suitable entertainment (rather than a speaker). **Action:** Vice Chair. The Christmas function would be examined in more detail at the next meeting.
- b. It was agreed that the external DVD drive should be written off. The Chair agreed to send a revised Asset Register to the Treasurer. **Action:** Chair

- c. The Chair and the Secretary attended the, "Keeping It Legal" seminar in May 2019. It was apparent that we currently need policy documents covering: "Diversity and Equality" and "Accessibility". It was agreed that we should aim to use suitable existing documents, modified where necessary. The Webmaster agreed to conduct an investigation. **Action:** Webmaster
- d. The U3A Logo was changing. In future the wording: "University of the Third Age" would be deleted. It was agreed that we would continue to use our existing stationery, until it ran out.
- e. It was agreed that as we are a registered charity, we should include details of this on all our future correspondence and stationery. (The Andover U3A is a Registered Charity, No. 1072274.) **Action:** All
- f. The repayment of motor mileage expenses was discussed. **Secretary's After-note:** It was subsequently agreed that authorised motor mileage would be paid at a rate of 30 pence per mile.

12. **Date of next meeting:** 15<sup>th</sup> October 2019 at the Weyhill Fair Village Hall, following the monthly meeting.

Signed: *Original Signed*

Dated: 19<sup>th</sup> November 2019